

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ASSISTANT CITY ATTORNEY I
GENERAL ADMINISTRATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Performs professional legal work in providing legal counsel to represent the City in legal matters. Employee reports to the City Attorney and City Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class gives legal counsel and advice to the City Manager, City departments and City boards and commissions. Work involves preparing and reviewing legal documents for the City and representing the City in state and federal trial and appellate court as well as administrative proceedings. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with taxpayers, attorneys and the general public. Work is performed under general supervision of the City Attorney and is evaluated through observation, conferences and review of work performed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Participates in and conducts litigation affecting the City, including suits by or against the City, suits affecting the City in its authority under various code provisions, and proceedings before judicial and quasi-judicial bodies.

Attends meetings of various City boards and commissions, renders legal advice upon request, and reviews and prepares documents under consideration by City officials.

Reviews actions proposed by the City for compliance with state and federal laws.

Prepares ordinances, resolutions, and proclamations for the City; prepares other legislation affecting the City.

Answers legal inquiries from City officials; prepares and supplies legal opinions as requested by City officials on the more complex matters concerning the powers and duties of various boards and commissions.

Maintains current knowledge of changes in state and federal legislation and case law as it applies to cities, especially in the areas of law enforcement and public personnel law.

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ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of North Carolina law pertaining to municipal government, especially law enforcement or personnel law.

Considerable knowledge of the principles and procedures of civil law, especially as related to municipal government.

Considerable knowledge of legal research and investigation methodology, judicial procedure, and rules of evidence.

Considerable knowledge of municipal government structure and operations.

Considerable knowledge of the current literature, trends, and developments in the field of governmental law.

Skill in legal writing.

Ability to analyze and solve legal problems and interpret laws and regulations affecting the City.

Ability to plan, assign, and coordinate the work of subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to express ideas effectively orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

Juris doctorate awarded by an accredited school of law and 1 to 3 years of related experience.

SPECIAL REQUIREMENT

License to practice law in the State of North Carolina; membership in good standing with the North Carolina Bar.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

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Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 21
Exempt